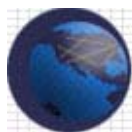




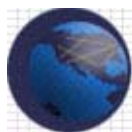
CTMS Workspace Teleconference Meeting Minutes

Meeting Date	October 26, 2004 12-1 PM EDT		
Attendees:	Working Group Coordinators: Scott Finley (Booz Allen Hamilton) Harshawardhan Bal (Booz Allen Hamilton)		
	Participants:		
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	Joyce Niland	City of Hope National Medical Center & Beckman Research Institute	jniland@coh.org
	Karen Kimura	UCSF Cancer Center & Cancer Research Institute	kkimura@cc.ucsf.edu



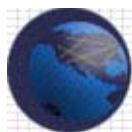
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	Teri Melese.	UCSF Cancer Center & Cancer Research Institute	tmelese@cc.ucsf.edu
	Terry Braun	Holden Comprehensive Cancer Center – U. Iowa	tabraun@eng.uiowa.edu
Agenda	<ol style="list-style-type: none">1. Funded Workspace participation2. Update on SOWs3. Reminder: CTMS face-to-face meeting Tuesday, 11/16 & Wednesday, 11/17 – Location: City of Hope, Duarte, CA4. Report from SIGS<ul style="list-style-type: none">• caBIG compatibility: Teri Melese• Structured Protocol Representation: Doug Fridsma• Adverse Event Reporting: Joyce Niland		



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	<ul style="list-style-type: none">• CTMS/CDUS Reporting: Rhoda Arzoomanian• Financial-Billing: Jill Kuennen• Laboratory Interfaces: John Speakman <p>5. Next Meeting 11/09/04</p>
1. General discussion points raised by participants:	<p>1. Funded Workspace Participation:</p> <ul style="list-style-type: none">• First funds for Workspace participation have been released (Bob Morrell, Wake Forest Comprehensive Cancer Center) indicating that the process of task order submission, approval of deliverables and invoicing has been successfully completed.• Monthly reports: Most Centers have submitted. These are an opportunity for Cancer Centers to highlight their contributions to the Grid, as well as benefits realized from the Grid. Monthly reports are also the triggers (when approved) to permit invoicing for Participation.• Every Center should be assisting with the operation of the Workspace in some way. Cancer Centers should actively contribute to the grid by participating in activities such as meeting minutes, acting as liaisons, white papers, etc.• Training sessions on caMP and CVS were held and were attended by a large number of Cancer Centers <p>2. Cross-Workspace reports were added to assist sharing of knowledge and experiences from across caBIG Workspaces and to help follow the progress of the grid. John Speakman and Christine Richardson presented the Tissue Banking and Pathology Tools and the Vocabularies and Common Data Cross-Workspace reports.</p> <p>John Speakman: Three products in development in the Tissue Bank and Pathology Tools Workspace:</p> <ul style="list-style-type: none">• caTISSUE: a specimen tracking system• caTISSUE Lite: a local system within centers for tissue processing and storage• caTIES: for text mining of path reports to identify and remove PHI <p>There were questions regarding the scope of caTISSUE (whether it will include microarray data, whether it interacts with existing clinical trials management system) and caTIES (accuracy of deleting PHI information, especially with respect to names that match common English language terms). The Tissue Bank and Pathology Tools Workspace will be holding their first face-to-face meeting in the last week of November. The Workspace will be organized into SIGs including a compatibility SIG (which will focus on the development of compatibility guidelines) and an IRB SIG.</p> <p>Christine Richardson: gave an update on the activities of the vocabularies and CDEs mentoring team. The mentoring teams consist of people who are from participating Cancer Centers as well as experts from NCI and NCICB who are well versed in technologies such as caCORE, EVS and caDSR. These teams will assist the Workspaces and the Cancer Centers to create</p>



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CDEs and ontologies, facilitate liaison activities between VCDE and the Cancer Centers and the caBIG community as a whole. Christine Richardson mentioned that Tom Johnson, Sharon Elcombe (Mayo Clinic) and Hemant Shah (City of Hope) would be part of the mentoring team and would help in CDE development issues. Training in CDEs development will be provided by Denise Warzel (NCICB) and described on the caDSR website.

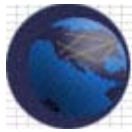
3. Update on SOWs

- Structured Protocol Development – Task Order issued
- caBIG Compatibility (UPMC) – Task Order issued
- First AE Reporting Developer SOW – Cost Proposal stage
- First CDE SOW in discussion
- Drafts of two more caBIG Compatibility SOWs in discussion
- Drafts of first four adopter SOWs in discussion
- In planning: Structured Protocol Representation Adopter SOWs – work with UPMC

4. City of Hope Face-to-face meeting reminder: The CTMS face-to-face meeting will be held Tuesday, November 16, and Wednesday, November 17, at City of Hope, in Duarte, CA. participants were reminded to send in their registration information to Jennifer Neat (City of Hope, jneat@COH.org). Joyce Niland added that COH is looking into the possibility of having a teleconference link up for remote participation.

5. Report from SIGs

- **caBIG compatibility (Teri Melese, John Speakman):** Develop the agenda for the face-to-face meeting in consultation with Arumani Manisundaram at the November 5 CTMS Compatibility Grading SIG teleconference, especially with respect to revision of the compatibility guidelines. Requested representation from the architecture group on the CTMS teleconference calls. Submitted UCSF caBIG compatibility SOW; Karen Kimura to follow up with Sue Dubman on specific aspects of the SOW.
- **Adverse Effects Reporting (Joyce Niland):** Updated responses to the Adverse Events Reporting CTMS/CDUS Reporting survey. Awaiting response on the Adverse Events reporting SOW. Represented caBIG and CTMS at the AACI conference and met with Velos and PercipEnz. Working on 3 and 5 year plans for the Workspace (activities, use cases, modeling) for the Strategic Planning Committee meeting.
- **Structured Protocol Representation (Doug Fridsma):** In the process of identifying the key components of a clinical trial registry which will serve as the foundation for the structured protocol representation work. Also in the process of identifying stakeholders, including commercial software companies and discovered that they hold patents on them and this may affect the caBIG work. Will engage in a modeling session with CDISC at the face-to-face meeting. Developed use cases for the architecture Workspace. Distributed survey by Linda Schmandt and Valerie Monaco over structured protocol representation project. Karen



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	<p>Martier to follow upon the participation of cooperative groups and act as a liaison for the structured protocol representation with Doug Fridsma.</p> <ul style="list-style-type: none">• CTMS/CDUS Reporting SIG (Sorena Nadaf for Rhoda Arzoomanian): Develop white paper for harmonization of data fields in CTMS and CDUS, preparation of reports from data submissions, acknowledgement of data submission preferences, definition of security and submission standards. Held conferences with Warren Kibbe on testing data transmission between Vanderbilt University and Northwestern University based on web services portal.• Financial-Billing SIG (Jill Kuennen): Develop a description of the financial billing module with Michael Davis (UPMC), which has created a component model of how the financial billing module will interact with the structured protocol representation module of a Clinical Trials Management Systems. Ben Greenbowe is drafting use cases from the manual financial billing process at U Iowa.• Lab interfaces (John Speakman): Presented update on the CDISC lab model after consulting with Phil Pochon and Freddie Paino. Planning to send a Lab Interfaces survey.
Action Items:	Distribute meeting minutes